



## Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

**EXAMINATION FOR:** FLEET QUALITY CONTROL ANALYST (PROMOTION)

**SALARY:** \$32,770 – \$39,954 **GRADE:** 90

**CLOSING DATE:** August 9, 2002 is the last day to file an application.

**POSITION:** A Fleet Quality Control Analyst conducts quality assurance studies, and coordinates the design and implementation of improvements to systems and procedures relative to the City's fleet maintenance, repair and inventory operations. Employees work a conventional workweek, but are subject to evening, weekend and holiday callback hours as required.

The eligible list may be used to promote persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, eligible City employees must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have an associate's degree from an accredited college or university;

AND

Have three years of experience in a fleet maintenance operation with experience in automotive maintenance and repair, vendor and procurement services, or automotive parts, tools and specifications or in forms control, work flow analysis, procedures manual writing and operational analysis;

OR

Have an equivalent combination of relevant education and experience in a fleet maintenance operation with experience in automotive maintenance and repair, vendor and procurement services, or automotive parts, tools and specifications or in forms control, work flow analysis, procedures manual writing and operational analysis.

**NOTE:** YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

**SELECTION PROCESS:** Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

**NOTE:** Those eligibles who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information from the Maryland State Police.

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KMT/mk POSTED: 7/29/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

**An Equal Opportunity Employer**

[www.baltimorecity.gov](http://www.baltimorecity.gov)

(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

**PHYSICAL EXAMINATION:** Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.



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Baltimore, Maryland 21202